



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
CONSERVATION CAMP COORDINATOR	37	B	1.868
CONSERVATION CAMP SUPERVISOR	35	D	1.870
ASSISTANT CONSERVATION CAMP SUPERVISOR	33	D	1.875

SERIES CONCEPT

Positions in this series manage the inmate work program at an assigned prison facility and are responsible for budget maintenance, project planning, community relations, resource management, security planning, and supervision of assigned personnel.

Administer and manage a Division of Forestry Conservation Camp; represent programs to other government agencies, non-profit organizations, private companies and individuals; solicit, plan, assess and coordinate work projects; negotiate and establish agreements for the completion of work.

Assist in preparing the camp budget; compile and review financial and statistical data; oversee the budget and monitor expenditures; plan and prepare equipment purchases; prepare, review and audit inmate payroll data and maintain good time credit records.

Prepare and review operational and incident reports; implement corrective actions as appropriate; develop and maintain security and emergency plans to ensure the safety of personnel, equipment and facilities.

Develop estimates for time, labor, skill level and equipment needed for work projects; inspect work sites and evaluate work in progress; evaluate security factors and implement appropriate precautions for community service and fire suppression projects.

Prepare and maintain records and reports related to camp equipment and supplies, fuel consumption, vehicle maintenance, purchasing and other operational needs; analyze requests for purchases, repairs and replacement of vehicles and equipment and determine appropriate course of action.

Manage and control inventory of equipment and supplies; inspect camp facilities and property; direct and arrange for service and repairs; field test equipment to provide resources necessary for work projects.

Select, train, supervise and evaluate the performance of assigned personnel; delegate assignments and develop work performance standards; counsel and discipline staff as appropriate.

Assess staff training needs; plan and implement training opportunities; locate reference materials and provide for instruction in safety, equipment operation and specialized resource conservation techniques.

Supervise inmate work crews in performing resource conservation and community service projects as assigned.

Perform related duties as assigned.

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CLASS CONCEPTS

Conservation Camp Coordinator: The position allocated to this class has statewide responsibility for coordination and management of the conservation camp program, a revenue-generating enterprise in which inmates of honor camps are trained and employed in a variety of resource management, community service, emergency response and fire suppression projects. The incumbent works closely with Forestry Regional Managers and Foresters who have regional responsibility for camp operations and activities.

Optimize revenues generated for the general fund and ensure compliance with legislatively mandated goals; oversee and coordinate the pursuit of paying projects; develop marketing plans and strategies; develop consistent forms and procedures related to contracts, agreements, billing processes and quality assurance.

Develop appropriate strategic, operational and business plans deemed necessary to ensure success of the conservation camp program as a whole; prepare annual and five-year business plans for each conservation camp, considering site-specific revenue potential as well as available staffing and equipment needs; identify long and short term goals and objectives which are measurable, attainable, and consistent with legislative directives.

Jointly supervise and evaluate the performance of Conservation Camp Supervisors and other staff as assigned in conjunction with Forestry Regional Managers and Foresters in the regions; develop and implement consistent statewide training in resource management and emergency incident response; revise and update statewide policies and procedures; ensure appropriate statistical data collection and reporting.

Serve as liaison with Department of Corrections management including rural and institutional wardens, the Chief of Classification and Planning, and other Corrections administrators in order to establish and maintain a mutually beneficial partnership; develop long range plans regarding inmate staffing and population projections, program parameters, and specific protocols for coordination of division and Corrections operational procedures.

Exercise full budget responsibility for the conservation camp program including oversight and expense approval; plan and develop regional budgets in conjunction with Forestry Regional Managers and Foresters; consolidate regional budgets and provide statewide guidance; prepare and present justifications; develop and implement a comprehensive plan for equipment, facility and vehicle purchases.

Represent the division and provide information to the public and governmental entities; make presentations; appear before governmental and regulatory bodies; prepare press releases and interact with the media.

Conservation Camp Supervisor: Positions in this class are responsible for the overall management and operation of an inmate work program at an assigned prison facility. Assigned duties include budget maintenance, project planning, community relations, supervision of an Assistant Camp Supervisor and Conservation Crew Supervisors. Incumbents also serve as the liaison with the Department of Corrections officials of the facility to which assigned in order to coordinate procedures and resolve operational problems and issues related to inmate labor.

Assistant Conservation Camp Supervisor: Assistant Conservation Camp Supervisors are assigned to supervise an inmate work crew in performing resource conservation and community service projects. Incumbents also assist in training Conservation Crew Supervisors and inmates, and perform camp supervisory duties in the absence of the Conservation Camp Supervisor. Incumbents may also be assigned to assist in scheduling and coordinating projects with cooperators, inspecting completed projects, and providing for the maintenance and replacement of supplies and equipment.

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MINIMUM QUALIFICATIONS

SPECIAL NOTES AND REQUIREMENTS:

- * Applicants may be required to pass a thorough medical examination and physical agility test prior to appointment and for continuing employment.
- * Applicants may be required to undergo a background investigation prior to being considered for employment.
- * Possession of a Nevada Class C driver's license is required at the time of appointment and for continuing employment.

CONSERVATION CAMP COORDINATOR

EDUCATION AND EXPERIENCE: Associate's degree in business or relevant discipline and three years of increasingly responsible experience which included conservation and natural resource management activities, fire suppression, budget preparation, and supervision of staff; **OR** an equivalent combination of education and experience. (*See Special Notes and Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Detailed knowledge of: goals, objectives and purposes of the conservation camp program. **Working knowledge of:** development and administration of a statewide program budget; public sector purchasing policies and procedures; strategic planning and program development processes; marketing and community relations; the conservation camp program and its relationship to the Department of Corrections. **Ability to:** coordinate the State's conservation camp program; plan, develop and manage the program budget; provide guidance, consistency and oversight regarding conservation camp operations, staff, fiscal administration, purchasing, safety and training; establish and maintain positive and effective working relationships with Department of Corrections management to ensure program success; analyze inmate population projections, legislatively mandated financial goals, and vehicle and equipment needs in relation to overall operation of the conservation camp program.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: State Administrative Manual sections related to purchasing; State rules and regulations concerning personnel administration; mission, functions and activities of the Division of Forestry; department and division policies, administrative guidelines and directives.

CONSERVATION CAMP SUPERVISOR

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of experience assisting in training and supervision of personnel and inmate work crews; scheduling and coordinating projects and inspecting completed work; and providing for the maintenance and repair of equipment; **OR** two years experience as an Assistant Conservation Camp Supervisor; **OR** an equivalent combination of education and experience. (*See Special Notes and Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: personnel management practices; budget preparation and administration; financial and statistical record keeping techniques; silviculture and urban landscape problems and solutions; principles of natural resource conservation; fire suppression tactics, strategy and logistical support. **General knowledge of:** State purchasing policies and procedures; personnel rules and regulations; operation of microcomputers including word processing, spreadsheet and database management software. **Ability to:** plan, organize and coordinate the work of assigned personnel and inmate crews; compile data and calculate inmate good time credits; establish cooperative and effective working relationships with federal, State and county agencies, non-profit organizations, private companies and individuals; promote the services of the Conservation Camp program to the community; estimate the time required and cost of personnel, equipment and materials for completion of a work project; develop and administer emergency

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MINIMUM QUALIFICATIONS (cont'd)

CONSERVATION CAMP SUPERVISOR (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (cont'd)

action plans; audit equipment use, inventory and funds to ensure proper utilization and accounting; evaluate training needs of staff and provide for training opportunities; prepare budget requests and monitor expenditures; coordinate inmate activities with Department of Corrections administrators; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Detailed knowledge of: Conservation Honor Camp Program objectives as established by the Department of Corrections and the Nevada Division of Forestry; division policy and procedures manuals; budget preparation and administration; State purchasing procedures and guidelines; cooperating agencies and their legal guidelines; and Nevada forest practices and reforestation. **Ability to:** negotiate contracts/agreements with purchasers of Conservation Services and secure compensation as agreed upon; calculate inmate pay and "good time" credits and maintain related data; perform complete camp inspections to ensure and evaluate compliance with division policies and procedures; function as the Forestry Regional Manager as assigned; negotiate contracts and agreements.

ASSISTANT CONSERVATION CAMP SUPERVISOR

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and three years of experience supervising inmate crews, maintaining security, providing training in equipment use and safety; transporting inmates to job sites; supervising and evaluating inmate skill levels; **OR** one year experience as a Conservation Crew Supervisor III including experience directing crew work in all of the following activities: forest silviculture, forest insect and disease, vegetation management, watershed management, range management, revegetation, wildlife management, wildland fire suppression, and construction/repair projects; **OR** an equivalent combination of education and experience. (*See Special Notes and Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: management practices of forestry, range management and watershed management including forest silviculture, forest insect and disease, vegetation management, watershed management, range management, riparian enhancement, wildlife management and revegetation; labor and equipment requirements for natural resource conservation and community service work projects; identification of native trees, shrubs and grasses; forest insect and disease abatement practices; wildland reclamation techniques including reseeding, planting seedlings and construction of erosion control structures; wildland fire behavior and suppression techniques including the use of tools and equipment; basic math; record keeping methods; inventory control practices. **Ability to:** determine the probable effects of vegetation in advancing or retarding wildland fires; utilize a hand-held compass to determine locations, elevations, aspects, acreage and percent of slopes.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: Nevada Revised Statutes applicable to administration of inmate work programs; principles of supervision and training; methods, equipment and materials used in fire suppression; State purchasing policies and procedures; personnel rules, regulations, policies and procedures.

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This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>1.868</u>	<u>1.870</u>	<u>1.875</u>
ESTABLISHED:	7/2/01R 12/7/01PC	7/1/97P 6/4/96PC	7/1/87P 10/17/86PC
REVISED:			5/24/91-3
REVISED:			7/1/91LG
REVISED:			7/1/97P 6/4/96PC
REVISED:		7/1/01LG	
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